Public Information Officer Supply List

*In addition to supplies on EOC and Personal Checklist add these supplies.*

*Supplies should be in EOC and have an alternate set available for relocation.*

* 3 hole punch
* Access codes and passwords
  + Website
  + Social Media
  + Alert/Notification Systems
  + Email and backup
  + Local area network, secure remote server, message template library
  + Printers
* Background Information. Site and building diagrams, information related to business processes and loss prevention programs (e.g., safety and health, property loss prevention, physical and information/cyber security, fleet safety, environmental management and product quality)
* Binder
* Binoculars
* Bullhorn or PA System
* Clipboards
* Contact numbers (other PIOs, Media)
* Copy Machine / Printers
* Dictionary
* Electronic distribution lists (employees, stakeholder groups, etc.)
* Electronic mail (with access to “info@” inbox and ability to send messages)
* Fax machine (one for receiving and one for sending)
* File folders
* Forms (Media log)
* Highlighter pens
* Index cards
* Marking pens
* Message boards (flipcharts, white boards, etc.)
* Notebooks/Notepads/Post-its
* Paper clips or binder clips
* Paper for copy machine
* Paper – bright colors for flyers
* Pens/pencils
* Plans (hard copy) Emergency Operations Plan, COOP Plan, Crisis Comm Plan
* Portable printer/fax
* Power strip with surge protector
* Press passes
* Printer ink
* Public Information flyer template
* Push Pins
* Rubber bands
* Scissors
* Scotch tape, duct tape, blue tape
* Signs (Media Here, PIO, No access without ID)
* Stapler / staples
* Tape recorder & blank tapes